

To

The Principal

Innovative College of Pharmacy

G.B. Nagar, U.P.

Respected Sir,

I wish to bring your kind notice that students need some times fresh and hygienic food at the lunch time. The food stalls are at the distance and outside of the college.

I request you to kindly make the arrangement of some food for the students in canteen so that students can feel easy and it will be time saving for us.

Thanking You

Yours Sincerely

Richa

B. Pharm 2nd Year

Date - 15-July-2024



To

The Principal

Innovative College of Pharmacy

Gr. Noida, U.P.

Sub:- AC is required in classrooms - Regarding  
Date-10-05-2024

Respected Sir,

I want to bring your kind attention to the problem which we are facing due to very hot weather in class rooms. As you know it's very hot weather now-a-days and the students are facing too much difficulty in studying in class rooms.

So we I request you to kindly do the arrangements of AC in classxx

Yours Obidiently

Abhinav

B. Pharmacy II<sup>nd</sup> Year



To

The Principal  
Innovative College  
of Pharmacy  
Greater Noida.

Sub- Request for not completion of course  
before University Exam.

Respected Sir,

This is to inform you, I am  
Anupam Priya, a student of B. Pharm  
final year. I am writing to bring  
to your attention that a significant  
portion of the syllabus for the Pharmacy  
Practice has not been completed and the  
University exams are fast approaching.  
We kindly request your intervention in this  
matter and request for extra classes to  
cover the remaining syllabus.

Thank you for your consideration.

Yours Sincerely  
Anupam Priya  
B. Pharm final  
year.



Date: 12/11/2022

To,

The Principal

Innovative College of Pharmacy,  
Knowledge Park-II, Greater Noida

Dated : 19<sup>th</sup> April 2023,

Subject : Clearing of the Washroom and faulty Tap.

Respected Sir,

With due respect I Pooja Thakur Student of  
B. Pharm 4<sup>th</sup> year wants to adhere your kind  
attention towards the leaking tap on the 2<sup>nd</sup>  
floor ladies washroom that is causing nuisance  
to everyone. Kindly look into the matter

I will be highly obliged.

Thanking You.

Pooja Thakur

B. Pharm 4<sup>th</sup> year.

